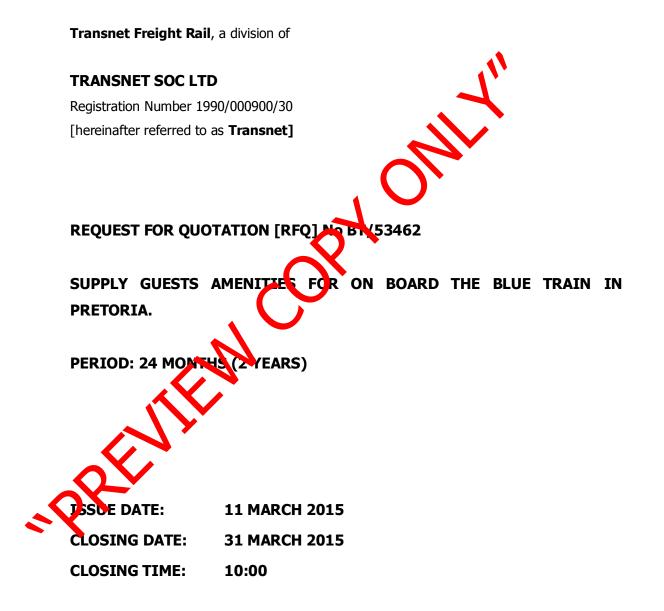
TRANSNEF





SCHEDULE OF DOCUMENTS

M2

Section:

- 1. Notice to Bidders
- 2. Quotation Form
- 3. Vendor Application Form

Annexure A : B-BBEE Preference Point Claim Form

Section 1 NOTICE TO BIDDERS

Quotations which must be completed as indicated in Section 2 of this RFQ are to be submitted as follows:

1. Quotations are requested from selected persons, companies, close corporations or enterprises

(hereinafter referred to as the "**Respondent(s)**") to provide the above-mentioned requirement(s) to TRANSNET.

On or after **11 March 2015** the RFQ documents may be inspected at, and are obtainable **FREE OF CHARGE** from the office Of Local Acquisition Council Room 631 6th Floor, Transnet Park Building, Robert Sobukwe Road.

NOTE 1.1 RFQ documents will only be available until 20 March 2015 at 13420

1.2 No RFQ documents will be issued after the deadline indicated above

A compulsory Information Briefing Session will be conflucted on site – NZASM Building Second Floor Suite 266 Cnr Paul Kruger & Minaar Street, Pretoria on the 3 March 2015, at 12h00 for a period of ± 1 hour. (Respondent to provide own transportation and Accommodation).

Respondents failing to attend the compulsory Information Briefing Session will be disqualified

3. Quotations which must be completed as indicated in Section 2 of this RFQ are to be submitted as follows:

 METHOD FOR DELIVERY INSTRUCTIONS:
 (a) post, (b) hand delivered and/or courier

 CLOSING VENUE
 : Refer to options below.

a) <u>If posted</u>, the envelope must be addressed as below and must be dispatched in time for sorting by the Post Office to ratch the Secretary before the closing time of the RFQ.



b) If delivered by hand or by courier, the envelope is to be deposited in the TRANSNET RFQ box and should be addressed as follows:

THE SECRETARIAT Acquisition Council Ground Floor Transnet Park Building Sobukwe Road Bellville

The measurements of the "RFQ slot" are **500mm wide x 100mm high**, and Respondents must please ensure that response documents or files are not larger than the above dimensions. Responses which are too bulky (i.e. more than 100mm thick) must be split into two or more files, and placed in separate envelopes.

It should also be noted that the above RFQ box is located at the main entrance and is accessible to the public 24 hours per day, 7 days a week.

1 Responses to RFQ

Responses to this RFQ [**Quotations**] must not include documents or reference relating to any other quotation or proposal. Any additional conditions must be embodied in an accompanying letter.

2 Broad-Based Black Economic Empowerment [B-BBEE]

Transnet fully endorses and supports the Government's Broad-Based Black Economic Empowerment Programme and it would therefore prefer to do business with local business enterprises who share these same values. Transnet will accordingly allow a "preference" to companies who provide a valid B-BBEE Verification Certificate. All procurement transactions will be evaluated accordingly.

2.1 B-BBEE Scorecard and Rating

As prescribed in terms of the Preferential Procurement Policy Framework Act (PPPFA), Act 5 of 2000 and its Regulations, Respondents are to note that the following preference point system is applicable to all bids:

- the 80/20 system for requirements with a Rand value of up to R1 000 000 (all applicable taxes included).
- Bidders are to note that if the 80/20 preference point system is stipulated in this RFQ and all Bids received exceed R1 000 000.00, the RFQ must be cancelled.

The value of this backs estimated to be below R1000 000 (all applicable taxes included) and therefore the 81/20 system shall be applicable.

When Transfer invites prospective suppliers to submit Proposals for its various expenditure roogammes, it requires Respondents to have their B-BBEE status verified in compliance with the Codes of Good Practice issued in terms of the Broad Based Black Economic Empowerment Act No. 52 of 2003.

The Department of Trade and Industry recently revised the Codes of Good Practice on 11 October 2013 [Government Gazette No. 36928]. The Revised Codes will replace the Black Economic Empowerment Codes of Good Practice issued on 9 February 2007. The Revised Codes provide for a one year transitional period starting 11 October 2013. During the transitional period, companies may elect to be measured in terms of the Revised Codes or the 2007 version of the Codes. After the first year of the implementation of the Revised Codes, B-BBEE compliance will be measured in terms of the Revised Codes, which are governed by Sector-specific Codes will be measured in terms of those Sector Codes.

As such, Transnet will accept B-BBEE certificates issued based on the Revised Codes. Transnet will also continue to accept B-BBEE certificates issued in terms of the 2007 version of the Codes provided it was issued before 10 October 2015. Thereafter, Transnet will only accept B-BBEE certificates issued based on the Revised Codes.

Note: Failure to submit a valid and original B-BBEE certificate or a certified copy thereof at the Closing Date of this RFQ will result in a score of zero being allocated for B-BBEE.

[Refer clause 19 below for Returnable Documents required]

3 Communication

- a) Respondents are warned that a response will be liable for disqualification should any attempt be made by a Respondent either directly or indirectly to canvass any officer(s) or employee of Transnet in respect of this RFQ between the closing date and the date of the award of the business.
- b) A Respondent may, however, before the closing date and time, exect any written enquiries relating to the RFQ to the following Transnet employee:
 Name: Tamara Dlamini Email: tamara.dlamini@tamare.net
- c) Respondents may also, at any time after the cloung date of the RFQ, communicate with Carol Swan on any matter relating to its RFQ response:

Telephone 021 940 3846 Email carote an@transnet.net

4 Tax Clearance

The Respondent's original and valid Tex Clearance Certificate must accompany the Quotation. Note that no business shall be awarded to any Respondent whose tax matters have not been declared by SARS to be in order.

5 VAT Registration

The valid VAT registry on pumber must be stated here: ______ [if applicable].

6 Legal Compliance

The successful Respondent shall be in full and complete compliance with any and all applicable national and local laws and regulations.

hanges to Quotations

Changes by the Respondent to its submission will not be considered after the closing date and time.

8 Pricing

All prices must be quoted in South African Rand on a fixed price basis, excluding VAT.

9 Prices Subject to Confirmation

Prices quoted which are subject to confirmation will not be considered.

10 Negotiations

Transnet reserves the right to undertake post-tender negotiations with selected Respondents or any number of short-listed Respondents.

11 Binding Offer

Any Quotation furnished pursuant to this Request shall be deemed to be an offer. Any exceptions to this statement must be clearly and specifically indicated.

12 Disclaimers

Transnet is not committed to any course of action as a result of its issuance of this RFQ and/or its receipt of a Quotation in response to it. Please note that Transnet reserves the right to:

- modify the RFQ's goods / service(s) and request Respondents to re-bid on any changes;
- reject any Quotation which does not conform to instructions and specifications which are detailed herein;
- disqualify Quotations submitted after the stated submission deadline;
- not necessarily accept the lowest priced Quotation;
- reject all Quotations, if it so decides;
- place an order in connection with this Quotation at any time after the P-Q's closing date;
- award only a portion of the proposed goods / service/subjict are reflected in the scope of this RFQ;
- split the award of the order/s between more than one Supplier/Service Provider; or
- make no award at all.

Transnet reserves the right to award busines to the highest scoring bidder/s unless objective criteria justify the award to another bidder.

13 Transnet's supplier integrity part

Transnet's Integrity Pact requires a commitment from suppliers and Transnet that they will not engage in any corrupt and fraudulent vectores, anti-competitive practices; and act in bad faith towards each other. The Integrity Pact also serve to communicate Transnet's Gift Policy as well as the remedies available to Transnet where a Respondent contravenes any provision of the Integrity Pact.

Respondents are required to familiarise themselves with the contents of the Integrity Pact which is available on the Transnet Internet site [www.transnet.net/Tenders/Pages/default.aspx] or on request. Furthernore, Bespondents are required to certify that they have acquainted themselves with all the decur entation comprising the Transnet Integrity Pact and that they fully comply with all the terms and conditions stipulated in the Transnet Supplier Integrity Pact as follows:



Should a Respondent need to declare previous transgressions or a serious breach of law in the preceding 5 years as required by Annexure A to the Integrity Pact, such declaration must accompany the Respondent's bid submission.

14 Evaluation Criteria

Transnet will utilise the following criteria [not necessarily in this order] in choosing a Supplier/Service Provider, if so required:

Criterion/Criteria	Explanation
Administrative	
responsiveness	Completeness of response and returnable documents
Substantive	Prequalification criteria, if any, must be met and thether the Bid materially
responsiveness	complies with the scope and/or specification given. SANS Certificate and
	references.
Functionality	As prescribed in terms of the Preferentian Procurement Policy Framework Ac
Threshold	(PPPFA), Act 5 of 2000 and its Regulations, Respondents are to note tha
	functionality is included as the shold with a prescribed percentage threshold o
	60%. Innovation, Visual Impact and Style, Socio Environment, Fragrances, She
	Life and quality and 5 stor, lotel as well as references of the current clients will b
	considered as part of the technical evaluation complete – Technical Questionnair
	below.
Final weighted	• Pricing and price basis [firm] - whilst not the sole factor for consideration,
evaluation based	comparitive pricing and overall level of unconditional discounts ¹ will be critical
on 80/20	
preference point	attaining the B-BBEE status level
system	
indicated in	
parantanh 2	
per un upp	
quelification criteria	to be awarded as follows:
vation	20 points
l Impact and Style	20 points
Environment	20 points
ances	10 points
life and quality	20 points

10 points

100 points

TOTAL

5 star Hotel, references of the current clients

¹ Only unconditional discounts will be taken into account during evaluation. A discount which has been offered conditionally will, despite not being taken into account for evaluation purposes, be implemented when payment is effected.

valuation Criteria	Final Weighted Scores	
rice 8	80	
B-BBEE - Scorecard	20	
TOTAL SCORE:	100	
Techr	nical Evaluation Criteria	
he Technical criteria and maximum score in	respect of each of the criteria are as follow	NS:
Technical criteria	Sub-criteria Maximum number of Points	Checklist for submission Yes / No
Innovation	20%	
Visual Impact & Style	20%	
Socio Environment	20%	
Faginos	10%	
Shelf life and quality	20&	
5 star Hotel, references of the current client	ts 10%	

The minimum Threshold for technical criteria is 60%.

The minimum threshold of 60% must be met or exceeded for a Bidder's proposal to progress to the next stage of evaluation.

NB: Kindly ensure that you submit with your proposal all the required documentation for the technical criteria mentioned above.

15 Validity Period

Transnet desires a validity period of 60 [sixty] days from the closing date of this RFQ. This RFQ is valid until ______.

16 Banking Details

3ANK:	
BRANCH NAME / CODE:	
Account Holder:	
ACCOUNT NUMBER:	

17 Company Registration

Registration number of company / C.C. Registered name of company / C.C.

18 Disclosure of Prices Quoted

Respondents must indicate here whether Transact may disclose their quoted prices and conditions to other Respondents:

YES NO

19 Returnable Documents

Returnable Documents meens all the documents, Sections and Annexures, as listed in the tables below.

a) Respondents are required to submit with their Quotations the **mandatory Returnable Documents**, as detailed below.

FOULTIES TO PROVIDE ALL these Returnable Documents at the Closing Date and time of this FOULTIES TO PROVIDE THE PROVIDENT OF THE PROVIDENTS AND TH

All Sections, as indicated in the footer of each page, must be signed, stamped and dated by the Respondent. Please confirm submission of these mandatory Returnable Documents by so indicating [Yes or No] in the table below:

Mandatory Returnable Documents	Submitted [Yes or No]
SECTION 2 : - Quotation Form	
- Price Schedule	
- Technical Submission/Questionnaire	
SANS Certificate and references	

b) Respondents are required to submit with their Quotations the **<u>Returnable Documents</u>**, as detailed below.

Failure to provide all these Returnable Documents at the Closing Date and time of this RFQ may result in a Respondent's disqualification. Respondents are therefore urged to ensure that <u>all</u> these Documents are returned with their Quotations.

All Sections, as indicated in the footer of each page, must be signed, stamped and dated by the Respondent. Please confirm submission of these Returnable Documents by so indicating [Yes or No] in the table below:

Returnable Documents	Submitted [Yes or No]
SECTION 1 : Notice to Bidders	
 Valid and original B-BBEE Verification Certificate or certified copy thereof [Large Enterprises and QSEs] Note: failure to provide a valid B-BBEE Verification Certificate at the closing date and time of the RFQ will result in an automatic score of zero for preference 	
 Valid and original B-BBEE certificate/sworp affidavit or certified copy thereof from auditor, accounting officer or S. VAS accredited Verification Agency [EMEs] Note: failure to provide a vaid B-BBEE Verification Certificate at the closing date and time of the REQ will result in an automatic score of zero being allocated for preference 	-
- In the case of Joint Vantaes, a copy of the Joint Venture Agreement or written confirmation of the intention to enter into a Joint Venture Agreement	
- Original value Tax Clearance Certificate [Consortia / Joint Ventures must submit a separate Tax Clearance Certificate for each party]	
SECTION 3: Vendor Application Form	
Criginal carcelled cheque or bank verification of banking details	-
c timed copies of IDs of shareholder/directors/members [as applicable]	-
Certified copies of the relevant company registration documents from Companies and Intellectual Property Commission (CIPC)	
Certified copies of the company's shareholding/director's portfolio	
Entity's letterhead	
Certified copy of VAT Registration Certificate [RSA entities only]	
Certified copy of valid Company Registration Certificate [if applicable]	
Financial Statements signed by your Accounting Officer or Audited Financial Statements for previous 3 years	
Letter of Good Standing from The Compensation Commissioner	

RENTEN

Section 2 QUOTATION FORM

I/We_

hereby offer to supply the goods/services at the prices quoted in the Price Schedule below, in accordance with the conditions related thereto.

I/We agree to be bound by those terms and conditions in:

- the Standard Terms and Conditions for the Supply of Goods or Services to Transnet [Appendix (i) and (ii) attached ; and
- any other standard or special conditions mentioned and/or embodied in this Request for Quotation.

I/We accept that unless Transnet should otherwise decide and so before me/us, this Quotation [and, if any, its covering letter and any subsequent exchange of conesponence], together with Transnet's acceptance thereof shall constitute a binding contract between Transnet and me/us.

I/We further agree that if, after I/we have been netified of the acceptance of my/our Quotation, I/we fail to deliver the said goods/service/s within the delivery lead-time quoted, Transnet may, without prejudice to any other legal remedy which it may have concel the order and recover from me/us any expenses incurred by Transnet in calling for Quotations afresh and/or having to accept any less favourable offer.

Price Schedule

I/We quote as follows for the goods required, on a "delivered nominated destination" basis, excluding VAT:

PRODUCTS AND ESTIMATED CONSUMPTION:

	ESTIMATED QUANTITY			
RODUCT DESCRIPTION FOR 6 MONTHS		BRAND TYPE	PRICE PER EACH	
Soap	1282			
Conditioning Shampoo	930	4		
Hair conditioner	930			
Shower gel	1100			
Body and Hand Lotion	850			
Accessories Kit	700			
Bath Salts	385			
Sewing Kits	30			
Shower cap	30			
Shaving Kit	30			
	30			

The above quantities are based on past consumption. Transnet Ltd, The Blue Train cannot guarantee the above consumption; however, inarconsumption could either be slightly less or slightly in excess of the above quantities.

Amount in words:

Where there is a discrepancy between the amounts in figures and the amounts in words, the amount in words shall govern.

Notes to Pricing:

- a) All Prices must be quoted in South African Rand, exclusive of VAT
- b) To facilitate like-for-like comparison bidders must submit pricing strictly in accordance with this price schedule and not utilise a different format. Deviation from this pricing schedule could result in a bid being disqualified.
- c) Please note that should you have offered a discounted price(s), Transnet will only consider such price discount(s) in the final evaluation stage if offered on an unconditional basis.

d) When a patented article is used as a sample or when the name of a manufacturer or a certain trade mark or brand is quoted, it shall only be to indicate the type and standard or quality of the article required and not to limit competition only to the referenced article. Similar, equal and equivalent products will be considered subject to actual performance standards. Where an alternative brand / product is offered, it would be advisable to include the specific data sheets / specification for the product, in your submission.

SPECIFICATIONS

PROPOSAL FOR GUEST AMENITIES FOR THE BLUE TRAIN.

SCOPE AND SPECIAL CONDITIONS

1. GENERAL

The Blue Train is a provider of prestige, luxury travel services and is a world leader in this segment of the market. Every attempt is made to cater for the needs of it guests in order to make their trip enjoyable. To the extent that is reasonably possible, the budder is required to maintain this standard in all aspects when submitting offers for guest amenities.

The Blue Train has been internationally voted the world's most luxurious train on numerous occasions. In pursuit of continuity and sustainability, there products must align with and complement the image and standards of the train.

Suppliers are invited to submit proposals and samples to The Blue Train for consideration.

The following sciences and restrictions must be considered: -

GUIDELINES AND RESTRICTIONS



- 1. The Blue Train "B" Logo (available electronically on request) must appear on each product / packaging.
- 2. The "B" logo should not rub off or fade from the products packaging / container.
- 3. The ingredients, its consistency and composition of all products must strictly comply with the highest internationally acceptable standards.
- 4. Socio-environmental awareness dictates these products be manufactured in accordance with acceptable trends and global practices.
- 5. The products, to be used by male and female, must be the most suitable for all skin and hair types.
- 6. The fragrances must have a universal appeal.
- 7. The soap must lather well in soft and hard waters.

- 8. The products must have a reasonable shelf life, should not coagulate nor result in or have the occurrence of sedimentation.
- 9. Without being prescriptive, your proposal and presentation must include the following essential products: -
 - Soap (hand and body) 50g
 - Conditioning Shampoo 40ml
 - Shower gel 40ml
 - Body and Hand Lotion 40ml
 - Bath Salts 15ml (boxed & sealed)
 - Shower cap
 - Accessories kit containing at least the following articles 2 x shower caps, 8mm emery board and cotton wool pads and buds. Other offers will be considered.
 - Sewing Kit (separately wrapped and available on request)
 - Dental Kit
 - Shaving Kit
 - Female pack (Flow wrapped)

2. ALTERNATIVE OFFERS

- 1. Notwithstanding the above essential products, any deviations or additional new trends that have global appeal will be considered.
- 2. Sizes quoted are used as guidelines. You must clearly indicate the size of the soap in grams and other products contents in rel.
- 3. Accessories pack distronts to you intend supplying.
- 4. You are invited to advise of the latest trends and to make presentation.
- 5. The Blue Train reserves the right to change the product range to suit its requirements.

2.1. PACK GING

Glass bottles are the concept; however, we may consider other cost effective options that do not detract from the image of The Blue Train.

- 2. When designing containers / packaging, Tenderers must consider the movement and limited space in the bathrooms on the trains.
- 3. Cognizance must be taken of the fact that the guest amenities must fit onto an existing Amenities Tray that measures 265mm long x 180mm wide. Space must be allowed for two face cloths that are presented on the amenities tray.
- 4. Bidders will be liable for all costs that contribute to the proposal, samples, artwork and presentation of the final products. Transnet Ltd The Blue Train will not accept liability for such costs.
- All sample for evaluation are to be sent to The Blue Train Operations office in Pretoria: Nzasm Building , The Blue Train , 2nd Floor ,Suite 266, Cnr Paul Kruger & Minnaar Streets, Pretoria Central, 0001

3. BRIEF OVERVIEW TO ASSIST WITH YOUR PROPOSALS.

- 1. The bathrooms have gold taps and fittings with cream and gold marble basins and vanity slabs. The walls are wooden panelled.
- 2. Guests use amenities twice during the trip, each way .

3.1. EVALUATION CRITERIA AND AWARD

- 1. The proposals will be selected on Innovation, Visual impact & style, socio environmental, Fragrances, guality & shelf life, 5 star hotel references from current clients.
- 2. Only bidders who reach a minimum threshold of 60 % will be allowed to the next stage.
- 3. Prices and BBBEE will determine final award

3.2. TESTS AND CERTIFCATION

- 1. You must submit all specifications, laboratory tests and any SANS accreditation your products may have, together with your tender.
- 2. Products must be comparable with international tandards and quality.

4. Duration of Contract

- 1. The successful bidder will be contracted to supply the selected products to The Blue Train as and when required within a two years period, thermined from the date on the contract.
- 2. In the duration of the contract it is expected of the contractor to allow The Blue Train to visit the warehouse for routine inspection and compliance of the health and hygiene regulations. This will take place twice a year or as and when required.
- Upon the placement of orders for goods/amenities from the appointed supplier, All goods will be delivered to The Blue Train warehouse in Pretoria : The Blue Train Shed, Cnr Skietspoort & 3rd Avenue street, Salvekor, Peom 11, Pretoria, 0001

Transnet urges its clients, suppliers and the general public to report any fraud or corruption to TIP-OFFS ANONYMOUS: 0800 003 056



PERFORMANCE RECORD/REFERENCES

Please indicate below the company names and contact details of existing customers whom Transnet may

contact to seek third party evaluations of your current service levels:

Name of Company	Contract value and duration of work & period	Telephone number	Contact Perso
		$\bigcirc \\ \\ \\ \\ \\ \\ \\ \\ \\ \\ \\ \\ \\ \\ \\ \\ \\ \\ \\$	
	N		
\sim			
S			

SECTION 3

VENDOR APPLICATION FORM

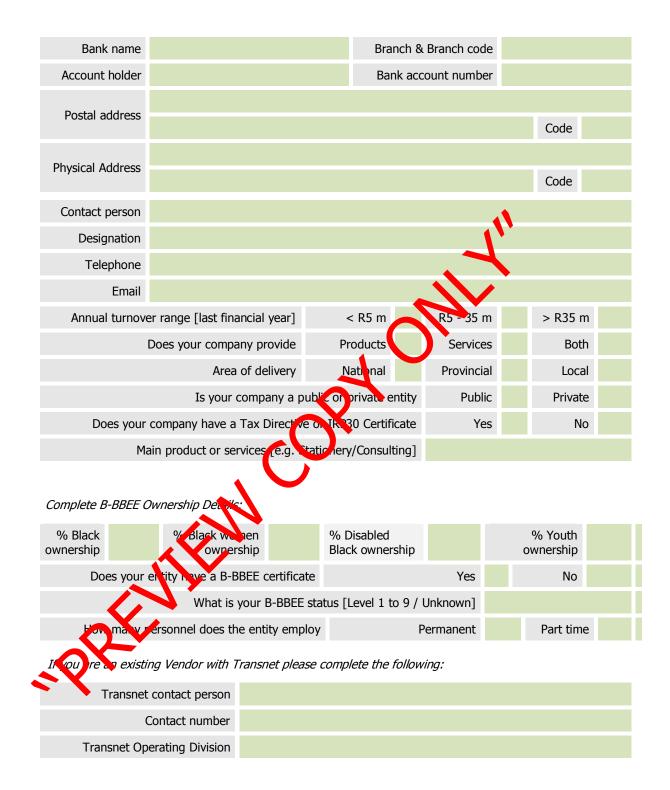
Respondents are to furnish the following documentation and complete the Vendor Application Form below:

- 1. Original cancelled cheque OR letter from the Respondent's bank verifying banking details [with bank stamp]
- 2. **Certified** copy of Identity Document(s) of Shareholders/Directors/Members [where applicable]
- 3. **Certified copies** of the relevant company registration documents from Companies and Intellectual Property Commission (CIPC)
- 4. **Certified copies** of the company's sharehording/director's portfolio
- 5. A letter on the company's letterhead confirm physical and postal addresses
- 6. **Original** valid SARS Tax Clear nce Certificate
- 7. **Certified copy** of VAT Registration Certificate
- 8. A valid and original BABBE Verification Certificate / sworn affidavit or certified copy thereof meeting be requirements for B-BBEE compliance as per the B-BBEE Codes of Good Practice
- 9. **Certified Conv** of valid Company Registration Certificate [if applicable]



Vendor Application Form

Company trading name						
Company registered name						
Company Regi	stration Num	ber or ID Nur	nber if a Sole	Proprietor		
Form of entity $[]$	CC	Trust	Pty Ltd	Limited	Partnership	Sole Proprietor
VAT number [if registered]						
Company telephone number						
Company fax number						
Company email address						
Company webs	ite address					



Duly authorised to sign for and on behalf of Company / Organisation:

Name	Designation	
Signature	Date	

By signing this RFQ document, the Respondent is deemed to acknowledge that he/she has made himself/herself thoroughly familiar with all the conditions governing this RFQ, including those contained in any printed form stated to form part hereof and Transnet SOC Ltd will recognise no claim for relief based on an allegation that the Respondent overlooked any such condition or failed to properly take it into account for the purpose of calculating quoted prices of otherwise.

SIGNED at		on this	day of	2015
SIGNATURE OF RES	Spondent's Author	ISED REPRES	NTATIVE	
DESIGNATION:		Ň		
REGISTERED NAME PHYSICAL ADDRESS		<u> </u>		
Respondent's an	otact person: [Please	e complete]		
Name	:			
Designation	:			
Telephone	:			
Cell Phone	:			
Facsimile	:			
Email	:			
Website	:			